

APPENDIX 7

CLOSEOUT LETTER (Construction completed and information needed to closeout award)

{Insert Date}

{Insert Name/Address of Grantee}

Our Reference: *{Insert Grant Number}*

Dear _____:

According to our records, the project supported under the above-referenced *{construction or modernization¹}* award is scheduled to end on *{insert project period end date}*. As part of the process to officially close the award, the *{insert name of IC}* usually conducts an on-site inspection and cost review. The following information is required for submission as part of the closeout process:

1. A final tabulation of net assignable space supported under the award for each program activity as identified in the terms and conditions of award. The amounts tabulated should closely match the amounts appearing in the terms and conditions of award.

If the actual tabulation(s) of net assignable space and/or program activities differ from the information identified in the terms and conditions of award, please provide an explanation for the difference(s). The *{insert name of IC}* staff will review any change for appropriateness.
2. The actual cost of *{construction or modernization}* per gross and net square foot/meter and the actual total allowable project costs (inclusive of all allowable projects costs) per gross and net square foot/meter.
3. Date of beneficial occupancy of the completed facility.
4. A simplified floor plan or space assignment drawing on either 8 1/2" x 11" or 8 1/2" x 14" sheet(s) of paper clearly marked to identify the space created and/or modernized with the grant funds, including any required matching funds. *{Insert name of IC}* staff will use this information when on-site to inspect the space and to monitor its use during the *{insert length of usage obligation, e.g., 20-year}* usage obligation. These drawings should be clear enough to scan into a computer database. In addition, these drawings may also be sent on a disk as a digital image file.

¹ Note that similar activity must take place with respect to major A&R, but the timing may be different, e.g., before closeout.

5. An 8" x 10" size photograph of the exterior building and a photograph of each typical interior grant-supported space (i.e., photo of a typical laboratory, office, common room, clinical space, etc.). This information can also be sent on a disk as a digital image file.
6. An indication that the final Financial Status Report (FSR) has been submitted in the eRA Commons electronic FSR system and that it reflects the Federal and non-Federal share of outlays if a matching requirement was applicable to the award.
7. A written assurance signed by an authorized organizational representative stating that the awardee has obtained the required insurance policy coverage, and agrees to (a) maintain such coverage throughout the period of Federal interest and (b) comply with the usage requirement for the duration of the Federal interest in the property. (If your institution is self-insured against the risks involved see item number 8 below.)
8. If your organization is self-insured against the risks involved, a written assurance signed by an authorized organizational representative stating that the grantee has sufficient funds available to satisfy any liens or replace and/or repair the facility. This assurance should state the source of the funds, such as the institution's endowment or other special funds set-aside specifically for this purpose.

Please send the required closeout information to me at the address provided below by ***{insert due date}***. If you will be unable to provide the information by the required due date, please contact me as soon as possible. We will contact you after receiving the above information to schedule a mutually agreed upon date and time to perform the final inspection.

Please remember, you must continue to use the grant-supported space for activities specified in the terms of award. Any other usage requires the written prior approval of ***{insert name of IC}***. If your institution needs to make any changes in the use of this space during the required usage period, please provide the details to us as soon as possible so the ***{insert name of IC}*** staff can review the proposed change for appropriateness.

The ***{insert name of IC}*** will monitor the use of the space throughout the period of the usage obligation. During the monitoring period, NIH may request the following information:

1. Names of principal investigators occupying the grant-supported space and a list of their other sources of support.
2. A list of publications that resulted from research conducted in the space since the last reporting period.

3. Updated photographs (either digital or hard copy) of the grant-supported space.

If you have any questions, please call me at *{insert phone number}* or e-mail me at *{insert e-mail address}*.

Sincerely,

*{Insert name and address of Grants
Management Specialist/Officer}*